

AIR FORCE PHYSICIAN ASSISTANT COURSE APPLICATIONS

The next Air Force board for Physician Assistant (Phase I) Training classes that begin in December 2013, April 2014 and August 2014 will be in March 2013. The selection board is tentatively scheduled to convene 13-14 March 2013.

Completed applications will be transmitted in a digitally certified email with Subject Heading: “FY2014 PA Application for: <Your Full Name>”. Applications will be accepted after 1 Nov 2012 and must be received no later than 25 Jan 2013.

Include attachments (see PA Application Documents and Disposition Timeline) and send to afpc.DPAMW@us.af.mil . Statement should be sent separately, after submission of package and AAC has been updated.

Applicants assigned to locations that do not support digital verification should mail the original documents to HQ AFPC/DPANW, 550 C Street West, Suite 27, Randolph AFB, TX, 78150-4729 to arrive no later than 25 Jan 2013. Incomplete applications or those received after the cutoff date will not meet the selection board. Waivers of more than two eligibility details will need to be addressed with HQ AFPC/DPANW prior to application. Exceptional applicants (waiver eligible) are delineated by high scores in remaining eligibility details, unit or group level awards, and no markdowns on any of the last 5 EPRs.

ELIGIBILITY DETAILS:

1. Grade and Time in Service.

- A. Enlisted applicants must be on active duty in grades E-3 through E-8 with minimum of 2 years active duty service and less than 14 years active military service as of 31 Aug 14.
- B. Officer applicants must be on active duty in grades O-1 through O-3 with a maximum of 4 years active duty service as of 31 Aug 14.
- C. Waiver letters are allowed for exceptional applicants.

2. Enlisted only - Armed Service Vocational Aptitude Battery (ASVAB) or Air Force Classification Test (AFCT)—General Score minimum of 80 points. Waiver letters are allowed for exceptional applicants.

3. Scholastic Requirements:

- A. Academic Evaluation – All applicants, regardless of degree status, must submit an Academic Worksheet, transcripts, and SAT Report to HQ AFPC/DPANW for evaluation by 15 Dec 2012. All required math and science coursework is required for evaluation and acceptance to apply. Pending coursework should be identified on the [Academic Worksheet](#) in Part II. All required coursework must be included on the transcripts sent by 25 Jan 2013. A copy of the Academic Evaluation (PA95) report must be included in your package transmission.
- B. All applicants, regardless of degree status, must take the Scholastic Aptitude Test (SAT) within four years of the board date. The minimum Reasoning Test scores must be 450 and a composite score of no less than 1425. Waiver letters are allowed for exceptional applicants. Waivers of more than 50 points must be evaluated for application submission.
- C. Required coursework in A&P, Chemistry and Biology completed prior to 01 Jan 2004 will not be accepted for credit. Applicants must have a minimum of 60 semester hours of transferable college credit and a cumulative grade point average (GPA) of 2.5 or better on a 4.0 scale for their entire academic history. Repeated courses are included regardless of academic institutional policy. A minimum 3.0 GPA is required

in the Math and Science required courses (Chemistry, A&P, Algebra, and Biology). Highly recommend these courses be earned within the last 5 years to effectively prepare applicant for rigors of training program. A minimum of 30 semester hours must be actual in-classroom study from an accredited college. A total of 30 semester hours may come from one or more of the following:

- (1) DANTES, CLEP, end-of-course test, or specific subject examination. Academic credit is allowed as recommended by the American Council on Education and acceptable by the University of Nebraska.
- (2) Correspondence work, off-campus classroom study, or resident course programs conducted by an accredited college/university
- (3) Community College of the Air Force credits for in-residence, technical training credits are acceptable for in-classroom credit for application. However, technical school credits are not accepted for required coursework under University of Nebraska Medical Center policy.

D. College courses mandatory for acceptance (Courses to be completed prior to board application):

- 1. General Chemistry w/lab 8 semester hours (cannot CLEP this requirement, “Intro” not accepted) Upper-level chemistry accepted (ie. Organic or Biochemistry – also highly recommended)**
- 2. Anatomy & Physiology w/lab 8 semester hours (cannot CLEP this requirement, “Intro” not accepted)**
- 3. Algebra 3 sem hrs (cannot CLEP this requirement)**
- 4. Biology w/lab 4 semester hours (cannot CLEP this requirement, “Intro” not accepted)**
- 5. Microbiology w/lab 4 semester hours (cannot CLEP this requirement, “Intro” not accepted)**
- 6. Medical Terminology 3 semester hours (Graded coursework required for all specialties)**
- 7. Social Sciences 6 semester hours (may CLEP this requirement)**
- 8. English 6 semester hours; 3 sh - Composition Required (cannot CLEP this requirement)**
- 9. Psychology 3 semester hours (cannot CLEP this requirement)**

- E. Be physically qualified for worldwide duty with no history of emotional instability.
- F. Never convicted by court-martial or received an Article 15 during current enlistment.
- G. Evidence of Entrance National Agency Check (ENTNAC) or National Agency Check (NAC).
- H. Enlisted only - Eligible to extend or reenlist for 6 years within 60 days prior to class start date.
- I. Enlisted only - Meet commissioning requirements specified in AFI 36-2005 for appointment as First Lieutenant in Biomedical Sciences Corps.
- J. Applicant must be U.S. citizen.

If overseas, member must have DEROS before 31 Aug 14

INDIVIDUALS WILL EMAIL COMPLETED APPLICATIONS TO AFPC.DPANW@US.AF.MIL. CONTACT HQ AFPC/DPANW (DSN665-2775) IF YOU ARE UNABLE TO SEND WITH A DIGITAL CERTIFICATE. Ensure statement is completed from Personnel Office that individual is placed in Assignment Availability Code 005 IAW AFI 36-2110, Para 2.15 & Table 2.1, R2. This will be sent separately after confirmation of application submission.

Applicants must arrange to have Letters of Recommendation from the following sources emailed, with digital email signature, directly to HQ AFPC/DPANW (afpc.dpanw@us.af.mil):

1. An Air Force Commissioned PA—who has two or more year’s clinical experience (must include an interview. [Interview Guidance](#) – ‘shadowing’ is highly recommended).

2. Applicant's immediate supervisor (rating official).
3. A Staff Physician familiar with the role of a Physician Assistant.
4. Applicant's immediate Unit or Squadron Section Commander.
5. Applicants may submit 2 additional Letters of Recommendation if they so desire.
Letters in excess of 6 will be removed at the discretion of HQ AFPC/DPANW.

THE BOARD APPLICATION WILL INCLUDE THE FOLLOWING ITEMS:

(See Application Documents and Disposition Timeline link for list of items applicant will be expected to send in application email)

1. Copy of Academic Evaluation. Contact HQ AFPC/DPANW approximately four months prior to board date to announce intent to apply and obtain Academic Evaluation (PA95).
2. Career Field Manager notification of your intent to apply to the program and when you will be attending (FY2014). This should be sent about the same time you send me the Academic Worksheet, transcripts and SAT report for the Academic Evaluation (deadline: 15 Dec 2012)
3. SAT Results--can be taken at the Education Center--usually takes 6 weeks to get the results once a test is taken. Have score report sent to school code 6900.
4. All College Credit Transcripts--including CCAF and Prometric(CLEP/Dantes)-must be official copies. Send to HQ AFPC/DPANW 550 C ST WEST STE 29 RANDOLPH AFB TX 78150-4729 by Transcript Cutoff Date (15 JAN 2013). EScript transcripts are only good for Academic Evaluation. **UNMC requires a hardcopy transcript for matriculation.**
5. Last 5 EPRs /OPRs (Pulled from ARMS by AFPC/DPANW in February prior to March board)
6. AF IMT 883 signed and dated in bottom right hand corner.
7. AF Form 422/422A coordinated by a medical representative with the following statement: "Based upon review of the applicant's medical records, I certify the applicant is fully qualified for worldwide duty IAW AFI 48-123, (Examination & Standards) and is not medically restricted under assignment limitation code C2 or C3."
8. A typed 'Statement of Purpose' expressing his/her reason for desiring to become a Physician Assistant--This essay will not exceed 250 words and must be signed by the applicant.
9. DD Form 785, Record of Disenrollment from Officer Candidate Training for Airmen or AETC Form 125A, Record of Administrative Training Action (only if applicable--those who attended but did not complete an officer commissioning program).
10. AF Form 2030, Drug and Alcohol Abuse Certificate. Complete AF Form 2030 in accordance with AFI 36-2002, Para 5.3.4 and Attachment 2. Should be dated within 90 days of application submission.
11. USAF Fitness program individual assessment report from the AF Portal, AF Fitness Mgmt System
12. Personnel System Brief (data pulled from MilPDS by AFPC/DPANW)
13. Video Interview: 1 minute video of applicant providing responses to questions. Questions will be available after 1 Dec 2012 and provided to applicants with an intent to apply and Academic Worksheet on file. Do NOT add special effects including slides of you in a clinic or other individuals. Submit in WMV file format on CD and mail to HQ AFPC/DPANW ATTN PA BOARD 550 C STREET WEST STE 29 RANDOLPH AFB TX 78150-4729 by the application cutoff date (25 Jan 2012).

14. Applicant may include an optional one-page brief summary of their past experience working in health care fields, military awards and decorations, voluntary and community efforts.
15. **Send statement separately *AFTER* confirmation of application documents submission and AAC is updated:**

Statement from applicant reading: "I meet all prerequisite qualifications (list exceptions eligible for waiver). I thoroughly understand that gaining the 6-year retainability through reenlistment or extensions (IAW AFI 36-2606) will result in loss of bonus entitlements. Additionally, effective on class start date, all SRB future installments are suspended. If commissioned, entitlement to any future installments will be terminated. The suspension will be lifted if I am not commissioned. If reenlistment occurs more than three months prior to current ETS I will not be entitled to sell leave. If selected I will extend or reenlist for a period of 6 years within 45 days prior to departure date for training. I have contacted the Personnel Office and my Assignment Availability Code (AAC 005) was updated to 31 Dec 2013 on _____." Have the Personnel Technician initial the date the AAC was updated.

Applicants will sign and date the statement accepting understanding. If applicant has any questions regarding this statement contact HQ AFPC/DPANW DSN665-2775.

Please review the Frequently Asked Questions on the Knowledge Exchange Website <https://kx.afms.mil/afbsceducation> for common application questions.

The applicant is responsible for preparing the application before transmitting it to HQ AFPC/DPANW. The Military Personnel Section (MPS) may assist the applicant in preparing the application to HQ AFPC/DPANW. Assignment Availability Code 005 should only be updated after application is accepted at HQ AFPC/DPANW. An email confirming receipt and acceptance of the application will be returned to the originating email address. Retraining applications are not required. ***Incomplete applications or those received after the cut-off date will not meet the selection board.***

Enlisted Selects entering the PA training program are assigned duty and control reporting identifier (RI) 9T100 IAW AFI 36-2101, and have identical promotion status as personnel entering OTS/AECP. Select in the grade of SRA (E-4) and below who have obtained the required service retainability are promoted to SSgt (E-5) not earlier than the eleventh (11) day prior to their RNLTD and are limited to ten (10) days delay en route (i.e., may not depart earlier than 10 days prior to RNLTD). This is necessary to limit the promotion to as short of time as possible prior to scheduled class start date. Notify HQ AFPC/DPMAJW2 by message to update the promotion--include the individual's name, new grade, new DOR/effective date, class start date, policy (include rational) through their unit commander and promotions office to HQ AFPC/DPMAW1 for consideration. Individuals selected for promotion to TSgt or above are promoted if their promotion sequence number is incremented (pin-on) before entry date. Individuals entering the PA program (RI 9T100) prior to the promotion eligibility cut-off date (PECD) are ineligible for promotion consideration for that cycle.

Officer Selects entering the PA training program are assigned duty identifier 92S0.

Point of Contact:
HQ AFPC/DPANW
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